

**INSTRUCTIONS FOR COMPLETING FORM MO-941U,
EMPLOYER'S WITHHOLDING TAX UNDERPAYMENT AMENDED RETURN**

NOTE: Form MO-941U must be filed if the amount of tax withheld for a particular period is **more** than the original withholding reported for that period. Use a separate Form MO-941U for each period amended.

- Use the correct return.
 - Enter the tax period you are amending (e.g., March 2003 — 200303).
1. Enter only the **additional** amount not previously reported on the original return on Line 1.
 2. Enter the compensation deduction for the additional amount if your payment will be timely on Line 2. (Compensation should be taken on the amount entered on Line 1.)
 3. Enter previous payments and/or credits not reported on the original return on Line 3.
 4. Compute the **additional** balance due. Subtract Lines 2 and 3 from Line 1 and enter the difference on Line 4.
 5. Compute additions to tax, if applicable, and enter on Line 5.
 - A. For failure to pay withholding tax by the due date — subtract Line 3 from Line 1 and multiply the result by 5%; or

- B. For failure to file your return by the due date — subtract Line 3 from Line 1 and multiply the result by 5% for each month late, not to exceed 25%.

6. Compute interest, if applicable, and enter on Line 6. (See instructions for Form MO-941, Line 6 to figure interest.)
7. Compute total **additional** amount due. Add Lines 4, 5, and 6 and enter on Line 7.

Mail your remittance and return to: Missouri Department of Revenue, P.O. Box 999, Jefferson City, MO 65108-0999 payable to Missouri Director of Revenue and include your Missouri Tax I.D. Number in the lower left area of your check (U.S. funds only).